



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CHILD SUPPORT SPECIALIST III

Job Number: 21001227

Job Code: 65150V160516

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 05/16/2016

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Independently performs complex child support activities. Interacts with customers and other agencies to facilitate the delivery of child support services. Interprets child support policies and procedures for new employees, local office staff, customers, and other agencies.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Must complete two years (54 semester hours) from a college or university.

#### **EXPERIENCE:**

Two years of experience in child support enforcement.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Administrative work, clerical office work and/or work dealing directly with the public will substitute for up to one year of the required college. OR Experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, the Kentucky Transitional Assistance Program, Medical Assistance, Child Support or other public assistance programs will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

In addition to performing the duties of a Child Support Specialist II, performs complex child support activities to include, calculations on multi-payee and multistate cases that involve the receipt of public assistance, calculates excess and escrow payments, extracts data, identifies and corrects data performance issues within system. Provides reinforcement training and assists subordinate employees with questions. Assists in developing and testing new technical/electronic applications. Creates monthly statistical reports for monitoring performance. Create daily fiscal reports. Responds to correspondence regarding monetary issues and questions. Independently completes complex child support activities, in accordance with child support policies and procedures, including but not limited to, customer service, case initiation, order establishment, order enforcement, review and modification, financial calculations, adjustments and maintenance, or location of child support participants. In performing these complex activities utilizes and updates the child support system and other necessary web-based applications, drafts and submits correspondence/forms, and creates, generates and maintains reports. Interacts with various individuals to facilitate the delivery of child support services including but not limited to, child support customers, employers, agency contractors, financial institutions, housing agencies, community partners, state/federal agencies, or other state child support agencies. Interprets child support policies and procedures for new staff, local office staff, customers, and other agencies. Provides complex casework assistance to local office staff. Serves as program resource. Attends and participates in staff meetings, conferences, workshops, seminars and other activities which provide meaningful and continuous learning opportunities.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*